



Continuity Planning Program Office

Continuity of Operation Planning / Continuity of Government Newsletter

Edition No. 20 March 2009

This newsletter is developed to inform employees of the State of Colorado on the efforts being performed to ensure the recovery of critical functions and the safety of employees in the face of man-made or natural disaster.

Introduction

Welcome to the latest edition of the Continuity Planning newsletter. This newsletter is intended to keep employees informed about this important effort which could affect us all as employees and also residents of Colorado. This newsletter will be produced on a regular basis to show the progress being made and benefits to citizens, employees, and State government itself. Feel free to ask questions and provide feedback as this is a collaborative effort that affects everyone.

Communications Exercise

During the exercises that were run during 2008 leading up to the Democratic National Convention, it was pointed out that while a number of people had being setup for the Government Emergency Telephone System (GETS) and Wireless Priority Service (WPS) systems, not having anyone have to use it posed a question as to whether would know how to use it if they had to. To address this, an exercise has been written and is currently being scheduled to 'drill' this capability. The first use of the exercise will be with the Division of Emergency Management who will exercise their own staff is the use of GETS, WPS, conference calling, text messaging and their mass call out device (Dialogics). Following that will be a test of Executive Directors, Commissioners and Elected Officials using the same exercise. If you are interested in being involved, please contact Kent Smiley at 303 866 3830 or at kent.smiley@state.co.us

Upcoming Events

Citizen Emergency Response Training (CERT) is a volunteer program committed to building preparedness capabilities in communities. It is also useful for employers to have employees take CERT as it results in staff who increase their ability to meet their responsibilities at home and work during a crisis, either large scale or as local as their own home or office. Participants come away with knowledge of how to take care of themselves and family, how to safely address fires, how to perform basic emergency 1st aid, how to safely search for people and pets after an emergency, and strategies for dealing with the psychological affects of emergencies. These skills are useful in both the home, community and work environment.

The City and County of Denver has scheduled Monday March 10th and Monday March 17th for a local CERT program for Government employees. It will be held at the Denver Zoo at 2300 Steele St. The class runs for 9 hours each day for a total of 18 hours.

The **Continuity of Operations Program Managers Train the Trainer Class (L548)** will be held March 18-20 at DU and March 24-26 at CDPHE Lowry. For those of you who have taken this class, these are two opportunities to 'give back' and assist in teaching a module or two. If you are interested in attending or are available to teach, please contact Kent Smiley at 303 866 3830 or at kent.smiley@state.co.us

Emergency Planning and Response for Vital Records and Essential Information is a class offered by the National Archives and Records Administration for those who are responsible for Vital Records. This course combines and integrates the content found in both the Vital Records course and the Records Emergency Planning and Response course. It provides knowledge and skills required to identify, protect, and make readily available the vital records in the event of a disaster, as well as to incorporate records

emergency planning into agency Continuity plans. Finally, it includes information and hands-on practice in recovering records damaged in an emergency situation. The class is taking place on the Denver Federal Center (Building 48) for 2 days (March 24-25, yes the same time as a L548 class) and there is a cost (\$300) that the Continuity Program will be able to reimburse you for. Please contact Kent Smiley at 303 866 3830 or at kent.smiley@state.co.us if you have any questions.

The **Determined Accord Pandemic Influenza Exercise** will be held April 22nd at the Federal Highway Administration.

Continuity of Operations Planning Train the Trainer Class (L550) May 19-21. This is still a tentative date based on availability of trainers and participants.

The **Colorado Information Management Association, Colorado Financial Managers Association and the Colorado State Managers Association's joint Conference** running April 29th through May 1st has two continuity focused presentations on the agenda plus another looking at Telework. This will most likely be the last State sponsored conference for 18 months and a good opportunity to network and meet people in the Business Continuity field.

Note: Both of the Continuity classes are available at the Emergency Management Institute in Emmitsberg, MD who fund all but the per diem in what would be a week long travel commitment.

For more information

Kent Smiley
Continuity Planning Director
303 866 3830 (Office),
kent.smiley@state.co.us